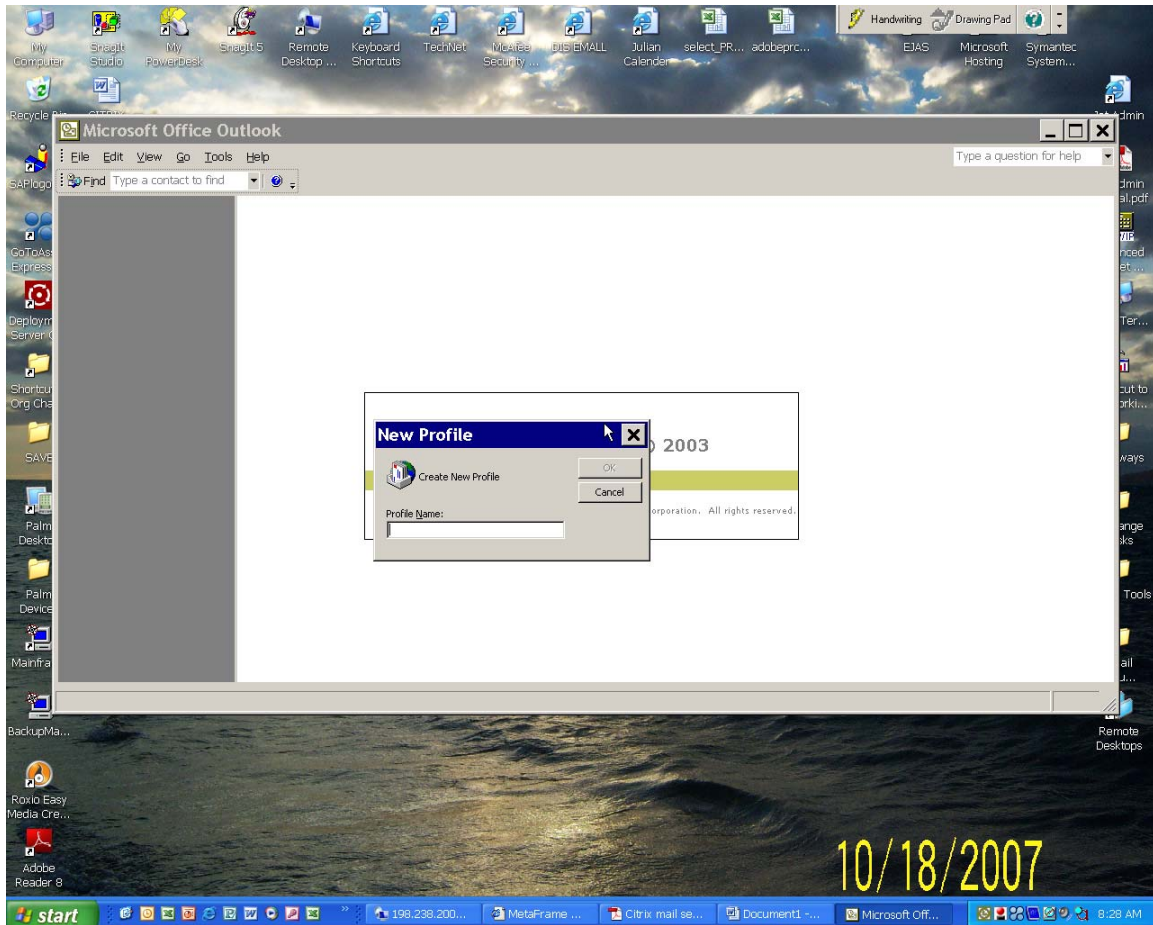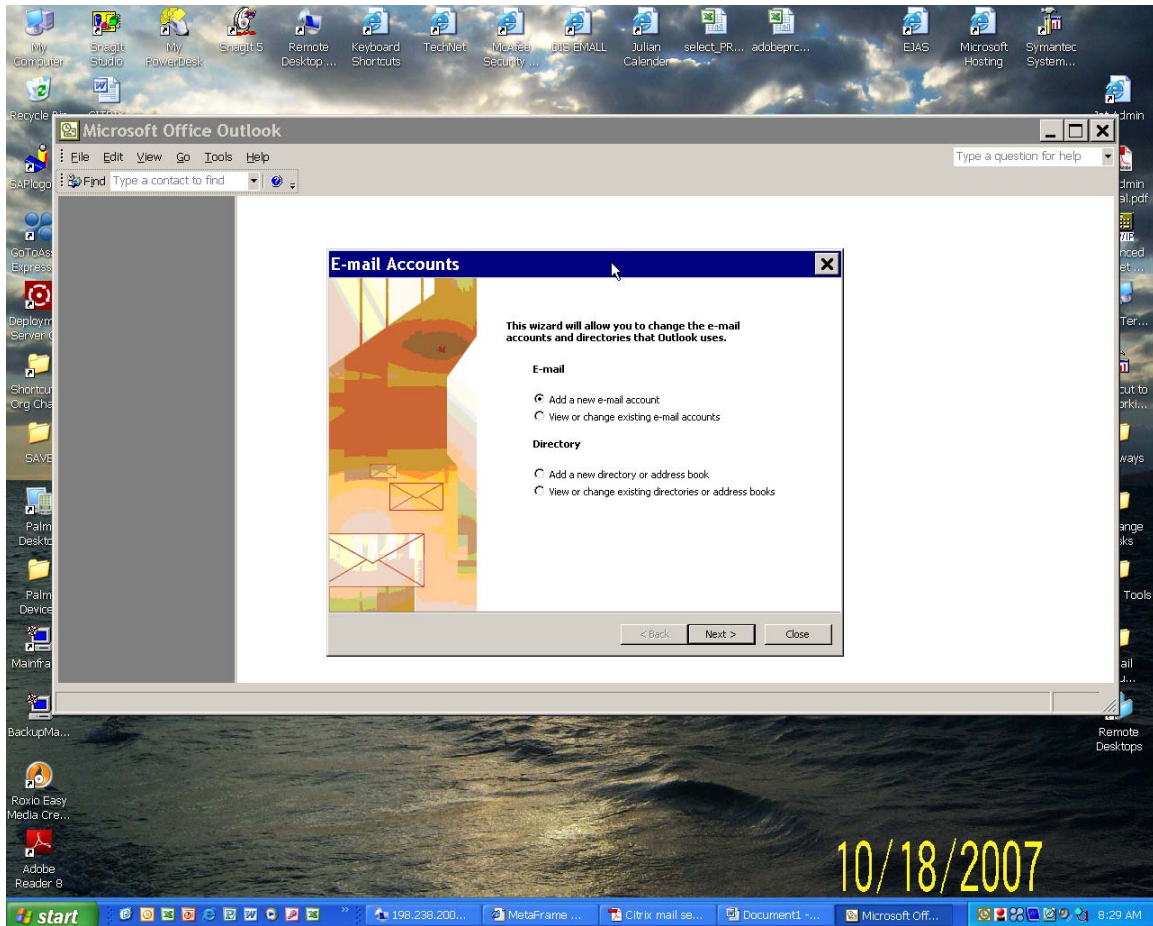When you first launch Microsoft Outlook through Citrix, you will get the following pop-ups that require your input for completion.
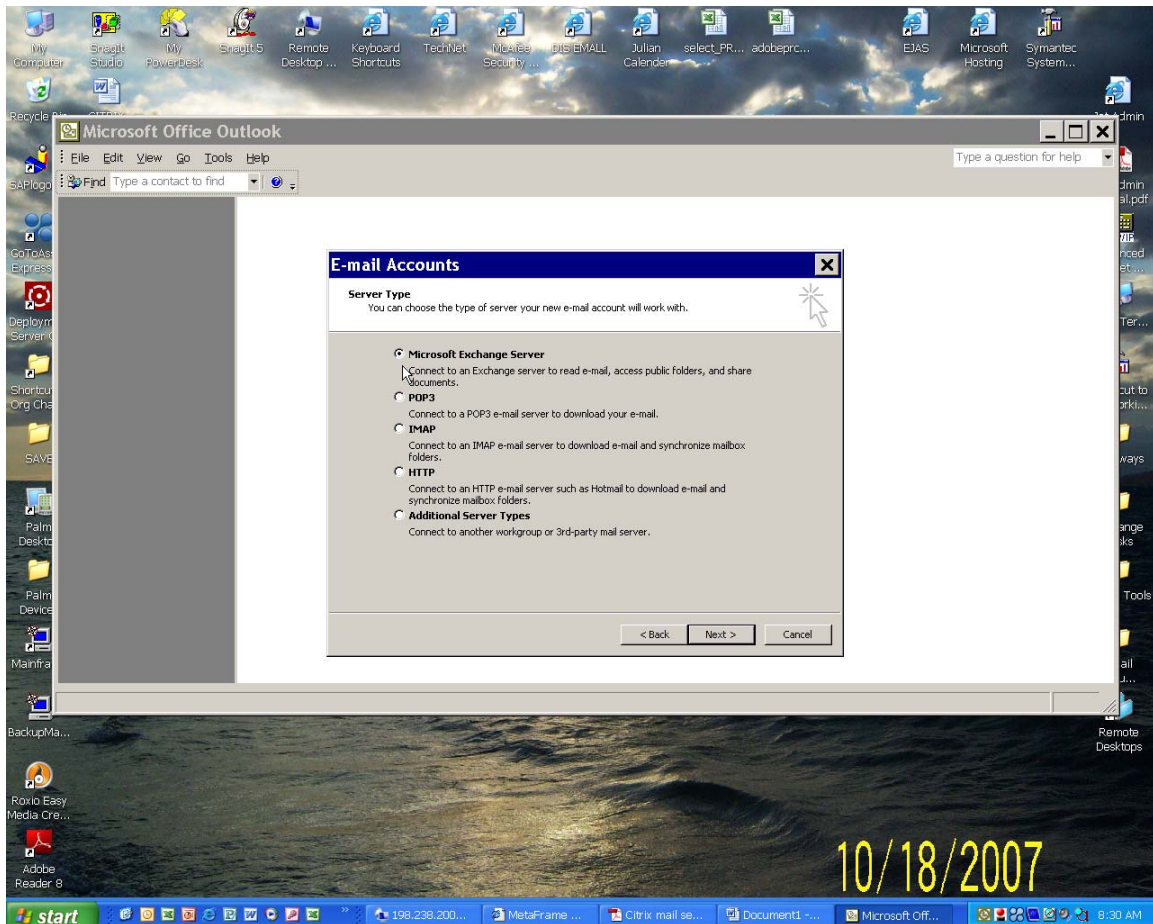

In the first pop-up, enter your Name and click on OK

The next pop-up, select Add a New Email Account, then click on Next.

The next pop-up will ask for the type of email account, select
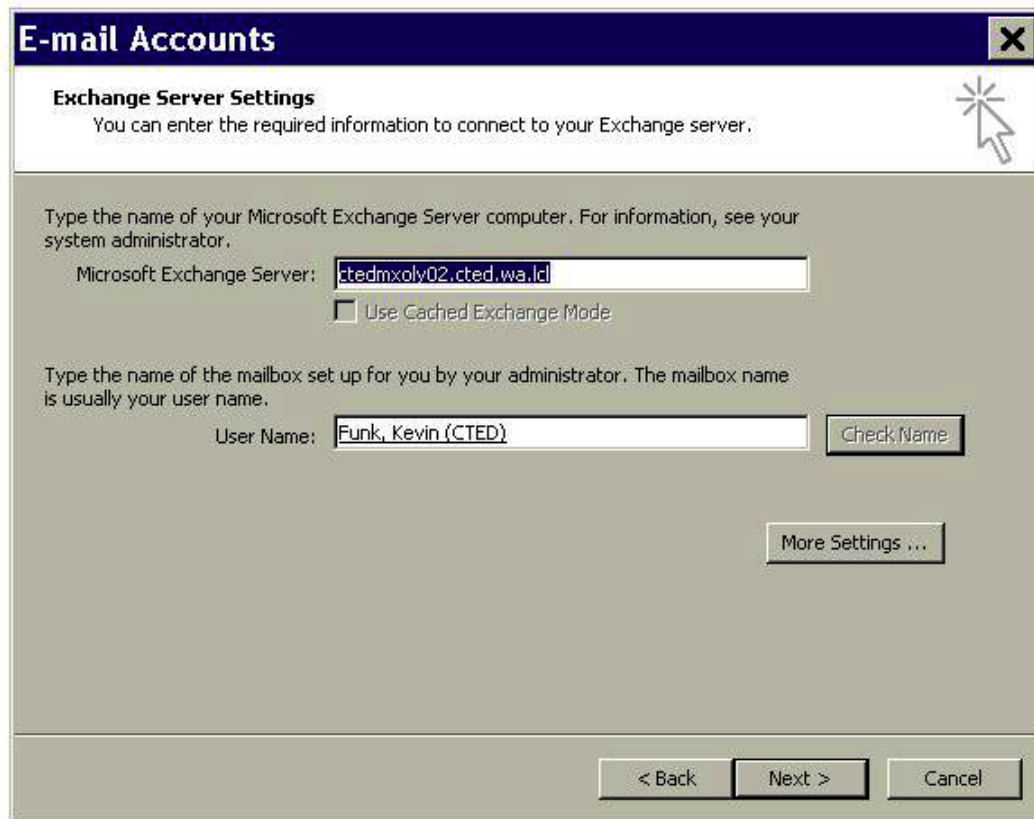Microsoft Exchange Server and click on Next

On the next pop up, enter the following in the appropriate field;
Microsoft Exchange Server: mail
Enter your network login ID for your user name: For Example:
JohnD
Click on the Check Name button, and the system will 'resolve'
your name. If another person on the State Government Network
that we are connected with has the same ID, you will receive a
pop-up to select the appropriate account.
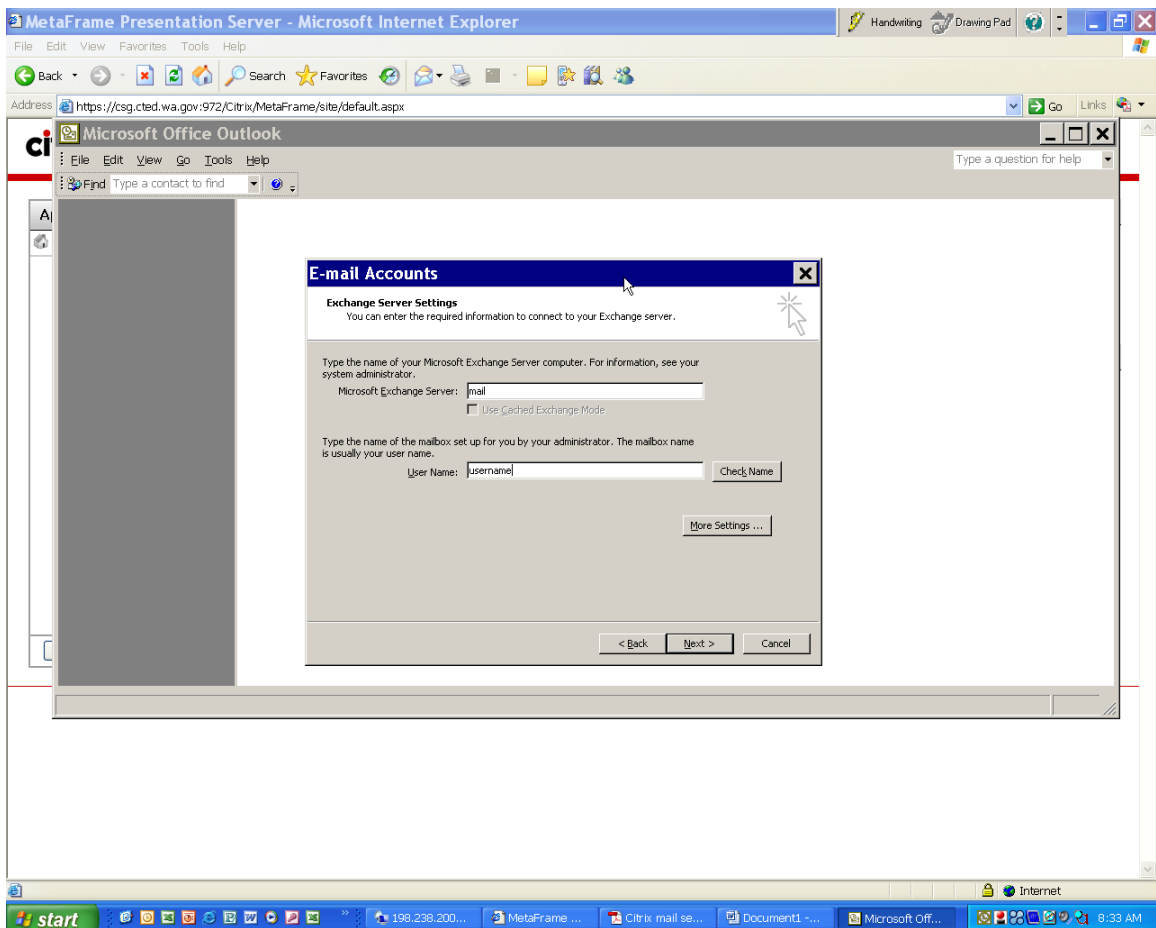
When your name is resolved, you should see something similar to the following pop-up.

Click on Next

The pop-up is a summary. Click on Finish and your Outlook will launch.